

City of Junction City

Job Description for the position of:

Utility Worker I

Department: Public Works

Pay Range: 29

Position Type: FT

Exempt/Non-Exempt: NE

Supervised By: Utility Lead

Bargain Unit: AFSCME

GENERAL POSITION SUMMARY: Include reason for the position and distinguishing features (i.e. access to confidential information, public or confiscated goods).

An employee in this class is responsible for performing a variety of maintenance and construction functions in the Public Works Department including maintenance tasks related to water, wastewater, street, and building maintenance.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Operate City vehicles and equipment. Examples include but are not limited to: light duty pickups, sanitation trucks, dump truck, backhoe, air compressor, jack hammer, paint sprayers, sewer cleaner, street sweeper, pressure sprayer, and steam cleaner.

Lifts heavy objects by hand or with power hoist, and cleans work area, machines, and equipment.

Repair street damage using hand shovels, asphalt rakes and rollers, utilizing both hot and cold mix asphalt.

Clean and paint City buildings and equipment as directed. Remove graffiti from City buildings and signs.

Paint curbs and crosswalks as directed.

Dig out and expose waterlines, services, valves, sewer lines and taps for repair or replacement. Assist in repair, backfill and surface restoration activities as directed.

Shut off and turn on water services as directed.

Enter sewer lift station wet wells or manholes to inspect, clean or repair, following City confined space safety regulations.

Mow drainage ditches and other City owned properties as directed.

Perform daily water and wastewater system checks as directed.

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Replace or install street signs as directed.

Repair and maintain City equipment as directed.

Complete and submit written requests for supplies or repairs.

Complete and submit issued work orders for proper documentation.

Purchase supplies and equipment as directed.

Cover on call duties no more than one week and one weekend a month

Read water meters

NON-ESSENTIAL FUNCTIONS:

1. Assist as needed to maintain operations of other City services.

SUPERVISORY RESPONSIBILITIES OF THIS POSITION:

Supervision is not normally a part of this job.

INTERPERSONAL CONTACTS: Include type of contact and whom the contact could be with. Employee will interact on a daily basis with the public. May receive customer complaints and service requests.

SPECIFIC JOB SKILLS REQUIRED:

Operate assigned equipment in a safe manner. Understand and carry out written and oral instructions; work independently or as part of a crew in performance of regular assignments; establish and maintain effective working relationships with other employees, supervisors and the public; perform physical tasks in adverse weather conditions; and communicate effectively.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

High School diploma or equivalent, Valid Oregon Commercial Driver's License Class B.

DESIRABLE QUALIFICATIONS:

Water or Wastewater Certifications.

OVERALL JOB STRENGTH RATING: (Oregon Workers' Compensation Rules, Div. 436-035-0012).
Heavy

PHYSICAL REQUIREMENTS:

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Lifting – Frequently
Carrying – Frequently
Pushing – Occasionally
Pulling – Occasionally
Throwing - Frequently

Walking – Frequently
Stooping – Occasionally
Twisting – Frequently
Standing – Occasionally

ORDINARY ENVIRONMENTAL FACTORS:

Outdoors
Travel to Multiple Work Sites
Moderate Background Noise
Fumes/Odors
Dust
Personal Protective Equipment Required
Glove Use

Frequently
Frequently
Frequently
Occasionally
Occasionally
Frequently
Frequently

MACHINES/TOOLS/EQUIPMENT USED AS A NORMAL PART OF THE JOB:

Heavy Equipment - Frequently
Hand Tools - Occasionally

NCCI Code:

EEO code:

Employee Signature/Date

Supervisors Signature/Date

Department Head Signature/Date

City Administrator or Mayor Signature/Date

Distribution:

- Copy to employee.
- Copy to direct supervisor. (May also give copy to department head, city administrator, and/or mayor if requested)
- Original to payroll to be placed in employee's master file.